

---

***Indiana Housing Finance Authority  
Foundations  
Implementation Manual***

---

***Chapter Summary***

---

***Chapter 1      Introduction***

This chapter introduces the Implementation Manual. The procedures documented in this manual are required by HOME and CDBG regulations, related federal regulations, Indiana State Board of Accounts and IHFA.

***Chapter 2      Policy Requirements***

This chapter provides guidance on the IHFA Suspension Policy, Administrator Procurement, Loan Licensing, Loan Closings, 90-day Rule, 99-year Property Lease, CDBG Public Meetings, Match, Lease Language/Program Agreements, Backend Development Package, Manufactured Housing Policy, Grievance Procedures, and Subordination Policy.

***Chapter 3      Lead Based Paint Requirements***

This chapter provides an overview on Lead Based Paint, and the applicable federal, state, local, and IHFA regulations.

***Chapter 4      Uniform Relocation Act (URA) and Section 104(d) Requirements***

This chapter provides guidance on how recipients must handle permanent and temporary displacement of residents as a result of the HOME or CDBG assisted project.

***Chapter 5      Accessibility Requirements***

This chapter outlines Section 504 of the Rehabilitation Act. Recipients can not discriminate against an otherwise qualified individual with disabilities, solely by reason of his or her disability, in participating in any program or activity receiving HOME or CDBG funds. This chapter defines the recipient's responsibilities in terms of physical and program accessibility of their HOME or CDBG program.

***Chapter 6      Civil Rights (Fair Housing & Minority and Women Business Participation)***

This chapter outlines all of the required actions and the applicable Fair Housing regulations. The chapter provides guidance on the state and federal civil rights laws as applicable to the HOME and CDBG program. Information on how recipients are required to document their efforts to solicit minority and women business participation is also located in this chapter.

***Chapter 7      Section 3: Economic Opportunities for Low and Very Low Income Persons***

This chapter outlines the Section 3 program and recipients' responsibilities. Section 3 is a provision of the Housing and Urban Development Act of 1968 that requires low-income persons, to the greatest extent possible, receive opportunities for job training and employment in connections with federal financial assistance programs in their neighborhoods.

- Chapter 8**      ***Conflict of Interest Prohibition***  
This chapter provides guidance to recipients when conflicts of interest arise. This is a process required by IHFA for all possible conflicts of interest.
- Chapter 9**      ***Income Verification***  
This chapter provides an in-depth explanation on how to calculate tenant income including: what forms of income are eligible and what constitutes acceptable support documentation.
- Chapter 10**     ***Davis Bacon Requirements***  
This chapter outlines the labor standards procedures that enable a recipient to complete construction and minimize the risk of monitoring and audit findings. Detail on the Davis Bacon Act and other applicable labor standards acts are in this chapter.
- Chapter 11**     ***Procurement Procedures***  
This chapter outlines requirements, which must be followed when procuring all materials, supplies, equipment, construction or professional services.
- Chapter 12**     ***Set-up***  
The purpose of this chapter is to give the requirements and documentation required so that you can set-up each of your property address. This is required before you can draw funds on a particular property address.
- Chapter 13**     ***Drawing Funds***  
The purpose of this chapter is to outline procedures for requesting payment of HOME and CDBG funds from IHFA and to provide instructions on the various financial forms and ledgers required to be submitted and maintained by all IHFA recipients.
- Chapter 14**     ***Modification Procedures***  
This chapter outlines the necessary steps for recipients to request a modification from IHFA. This may include a decrease in the amount of the award; change of award expiration date or reallocation of funds budgeted between approved activities.
- Chapter 15**     ***New Construction & Rehabilitation Standards***  
This chapter outlines the standards that must be utilized when rehabilitating HOME or CDBG-assisted units.
- Chapter 16**     ***Deed Restrictions***  
Recipients are required to put a deed restriction on all HOME/CDBG assisted properties and sites. This chapter outlines when recipients must use recapture provisions or resell provisions.
- Chapter 17**     ***Program Monitoring and Audit***  
This chapter provides a listing of what recipients can expect at a monitoring. Also included is a recommended checklist for a recipient to self-monitor its program and award administrator and/or subrecipient.

***Chapter 18      Close-out Procedures***

When you are ready to draw the final funds remaining in an award, there are close-out documents that are required to be submitted with that final draw. This chapter contains the paperwork and instructions for completing the required close-out documents.

***Chapter 19      Definitions***

This section contains defines frequently used terms in administering either the HOME, CDBG, or HTF program.